

Purpose Statement: The following Career Guides are meant to provide employees with information about a variety of training and development concepts that maybe useful for positions within GIPSA. The agency surveyed employees, supervisors, and managers within critical occupational series about their current, and former jobs. They were asked to identify skills needed to be effective as team leaders, supervisors or managers within their job series. As a result, they identified competencies and training that they observed as useful to assist with career development within their job series. As an outcome, GIPSA is providing Career Guides to assist employees with determining their training needs with regard to the identified critical job series.

Disclaimer: Requesting training as listed in the career guides does not guarantee approval. Training requested by employees will be assessed on a case-by-case basis with respect to existing regulations and policies. Participating in identified training and/or development activity is *not* a guarantee of promotion.

Note: The Career Guides are not a comprehensive or a final list of all training and development sources for each job series.

Budget Manager GS 0560-14

Position Description: Budget Officer

This position serves as GIPSA's Budget Officer and is responsible for the day-to-day operation of GIPSA's budget, fiscal, and related financial management programs. Performs a wide variety of administrative and analytical duties connected with the review, justification and presentation of the budgets for a bureau or major component(s) of a bureau. Provides advice to top management on the Federal budget process. May develop, recommend, and implement budgetary policies affecting the financing and accomplishment of national programs. Provides long-range analysis of the potential effects of budgetary actions on national economic, social, and political objectives. Provides authoritative interpretations of Congressional legislation and OMB policies and precedents. Reviews, approves, disapproves, and recommends the amount and timing of allotments of funds to agency components and programs. Develops proposed appropriation language in support of new or revised program and budgetary requirements. Tracks progress of bureau appropriations through Congress. Justifies budget before OMB staff. Provides liaison between OMB staff and bureau budget offices.

The position resides in Washington, D.C.

Duties and Responsibilities:

- Supervises the Budget Services section, located in Washington, D.C
- Administers and coordinates the implementation of GIPSA's budgetary and financial reporting systems
- Provides expert advice and guidance to the GIPSA Administrator, MBS Director, and GIPSA Executive Team on all budget matters including the justification, formulation, allocation, execution and review of GIPSA's approximately \$100 million annual budget
- Provides expert technical and administrative advice and support to GIPSA senior managers regarding the development of budget proposals and resource requirements, counsels them regarding reasonable expectations and funding levels for proposed programs, assists them in interpreting and assessing the impact of new or significantly revised program plans and congressional legislation, and recommends budgetary adjustments and strategies to resolve problems due to unanticipated changes in program plans or operations
- Manages GIPSA's financial resources to efficiently and effectively meet established goals and objectives in accordance with established regulations, policies and procedures. Provides headquarters oversight over all field office budget reconciliation procedures. Is responsible for developing and implementing GIPSA policies, plans and processes associated with development, formulation, and execution of the annual budget
- Serves as the primary GIPSA budget contact to other GIPSA units involved in the budget development, formulation, and execution processes. Reviews, analyzes, evaluates and reports on GIPSA accomplishments in financial terms; determines if financial milestones are met
- Prepares recurring and special reports and conducts financial analysis for GIPSA senior management regarding the status of funds and presents those reports and analysis by program, functional area, fund center, and/or other sub-delineations on a routine and as-required basis

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GIPSA POSITION CAREER GUIDE

- Works with the MBS Director to implement continuous process improvement controls on financial and supports associated change management strategies
- Coordinates with Departmental accountants in leading the annual year-end close-out process, ensuring that GIPSA's financial records and practices are in accordance with sound accounting and management practices, as well as with Government Accountability Office, Office of Management and Budget, and Departmental financial management policies and regulations
- Monitors and reports to the Mission Area, Department, and General Services Administration about the status of GIPSA's owned and leased vehicles, including maintenance costs, operation, and usage. Works collaboratively with all agency offices to obtain and share information to ensure compliance with Departmental and U.S. Government policy and guidance pertaining to fleet vehicles

Career Paths:

A combination of the positions you hold and the training and education you receive will help you meet the needed competencies

<i>Competencies</i> (this is a list of technical and leadership competencies and requirements necessary to obtain the position)	<i>Positions</i>	<i>Education/ Training</i>
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<p>Financial Management</p> <ul style="list-style-type: none"> • Expert knowledge of the Department and the Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation and policies and precedents. • Knowledge of organization's mission, programs, and legislative history to develop budgetary policies, to assist line organization in setting and implementing program goals, to determine how they impact and interact with other programs and budgets of the Department, and other Federal and state agencies. • A high degree of skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions. • Skill at monitoring expenditures and using cost-benefit thinking to set priorities. <p>Supervisor</p> <ul style="list-style-type: none"> • Provides broad administrative and policy direction through discussion of financial and program goals and related Presidential, Congressional, or political considerations which affect agency budgets. The incumbent independently plans, schedules, coordinates, implements, and evaluates the effectiveness of budgetary programs in the assigned organization. • Technical and policy judgments concerning agency budgets are accepted by the supervisor without substantive change. Review of the incumbent's decisions and recommendations is primarily for the purpose of evaluating their impact on Department-wide goals, objectives, and priorities. • <p>Accountability</p> <ul style="list-style-type: none"> • Holds self and others accountable for measurable, high-quality, timely, and cost-effective results. • Skill in determining objectives, setting priorities, and delegating work. • Accepts responsibility for mistakes. • Complies with established control systems and rules. <p>Integrity and Honesty</p> <ul style="list-style-type: none"> • Behaves in an honest, fair, and ethical manner. • Shows consistency in words and actions. • Models high standards of ethics. <p>Partnering</p> <ul style="list-style-type: none"> • Skilled at developing networks and building alliances. • Skilled at collaborating across boundaries to build strategic relationships and achieve common goals. <p>Oral Communication</p> <ul style="list-style-type: none"> • Skilled at making clear and convincing oral presentations. • Skilled at listening effectively. • Ability to clarify information, as needed. 	<p>Budget Analyst</p> <p>Supervisory Budget Analyst</p> <p>Administrative Officer</p> <p>Accountant</p> <p>Program Manager</p> <p>Management Analyst</p>	<p>Mastery in Accounting (not mandatory)</p> <p>Budget Certification</p> <p>Financial Management Certification</p>
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